

**Minutes
Board of Directors
GHI Regular Open Session
February 2, 2017**

Board Members Present: Brodd, Hess, Holland, James, Marcavitch, McFadden and Skolnik

Excused Absences: Jones, Novinski

Others in Attendance:

Eldon Ralph, General Manager	Ben Fischler
Tom Sporney, Assistant General Manager	Laura Kressler
Joan Krob, Director of Member Services	Michael Cohen
Joe Perry, Director of Finance	Leah Cohen
Molly Lester, Audit Committee Member	Ellen Weiss
Henry Haslinger, Audit Committee Member	Kris White
Paul Kapfer, Audit Committee Member	Tom Taylor
Raymond Bailey	Tami Watkins
Marcella Chacon	Monica Johnson, Recording Secretary
Jeremy Warner	

President Skolnik called the meeting to order at 7:33 p.m.

1. Approval of Agenda

Skolnik mentioned changes to the agenda: Item 2 should read January 19 not January 22, Item 6b should read January 5 not January 8, Skolnik notified the Board that item 6F would be skipped. Item 11 was an error and was ignored.

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of Closed Meetings Held on January 19, 2017

An Executive session meeting of the Board of Directors of Greenbelt Homes, Inc. was held on January 19, 2017 in the Board room of the GHI Administration Building. The motion to call this meeting was made during a prior open session meeting on the same date and passed by a vote of 7-0 by Directors Brodd, Hess, Holland, James, Jones, Marcavitch, and Skolnik. The purpose of the Executive session meeting was to discuss the following matters:

1. Approval of minutes for the Executive session meeting of December 15, 2016.
2. Consider the terms and conditions of contracts in the negotiation stages.
3. Financial matters involving current members and a prospective member.

Authority for this executive session meeting was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, Section 5-6B-19 "Meetings of Cooperative Housing Corporation open to Members of Corporation or their Agents."

The meeting commenced at 9:37 p.m. and adjourned at 10:45 p.m.

During the meeting, the Board approved the following contracts:

1. A contract with Green Earth Companies LLC. for repairs to 14-G Laurel Hill Rd at its bid of \$27,800 plus 10% for contingencies, for a total not to exceed \$ 30,580.
2. A contract with Best Way Electric for the installation of electrical baseboard heaters at 319 units during the 2017 phase of the HIP at its bid of \$328,408, plus 10% for contingencies for a total not to exceed \$361,249., plus an additional amount for member opt-in components at the following unit prices:

	Thermostat & Equipment Interface Module (EIM - relay & antenna)	controlling # heaters	Best Way	
programmable, wireless		1	\$ 225.00	/lot
		2	\$ 330.00	/lot
		3	\$ 435.00	/lot
		4	\$ 540.00	/lot
		5	\$ 645.00	/lot
		6	\$ 750.00	/lot
		7	\$ 855.00	/lot
non-programmable, wired			\$ 87.00	/ea
additional to add cable & wiremold			\$ 152.00	/ea tstat location
radiant heater	bath	block	\$ 554.00	/ea
		brick / frame	\$ 513.00	
	kitchen	block	\$ 668.00	/ea
		brick / frame	\$ 587.00	
exhaust fan	bath	block	\$ 746.00	/ea
		brick/ cement shingle	\$ 601.00	/ea
		frame	\$ 601.00	/ea
permits	PG County & City		\$ 200.00	/ea

3. A contract with Capps Mechanical for the installation of optional HVAC mini-split heat pumps during the 2017 phase of the HIP at its unit prices in the table below with an allowance for staff of 10% of expected value for contingencies not to exceed \$31,454.

compressor	air handlers			Capps Mechanical
	MSZ-GE09	MSZ-GE06	total	
MXZ-2B20NA		2	2	\$ 5,650
MXZ-3B24NA	1	2	3	\$ 6,320
MXZ-4B36NA	1	3	4	\$ 7,350
MXZ-5C42NA	1	4	5	\$ 8,850
additional for linesets in crawlspace				\$ 680

additional for subpanel										\$ 615
additional for main panel										\$ 1,000

4. A contract with Green Step for the installation of optional attic improvements during the 2017 phase of the HIP, at its unit prices in the table below with an allowance of 10% of expected value for contingencies not to exceed \$5,327.22.

		type	depth, ft.	width, ft.	area per floor, ft ²	insulate attic (full storage area)	insulate attic (192 sq. feet storage area)	seal perimeter	
brick									
	11	A1.1	23.33	23	537	\$ 1,670.00	\$ 1,342.00	\$ 250.00	/ea
	12	C2.6	20	25	500	\$ 1,580.00	\$ 1,260.00	\$ 250.00	/ea
	13	C2.2	19.33	26.66	515	\$ 1,620.00	\$ 1,287.00	\$ 250.00	/ea
	14	C2.1	19.33	26.66	515	\$ 1,620.00	\$ 1,287.00	\$ 250.00	/ea
	15	C2.8	20	26.66	533	\$ 1,650.00	\$ 1,332.00	\$ 250.00	/ea
	16	C2.7	20	26.66	533	\$ 1,650.00	\$ 1,332.00	\$ 250.00	/ea
	17	C2.4	20	27.1875	544	\$ 1,700.00	\$ 1,360.00	\$ 250.00	/ea
	18	C3.1	19.33	27	522	\$ 1,630.00	\$ 1,305.00	\$ 250.00	/ea
	19	C3.3	19.33	29	561	\$ 1,700.00	\$ 1,402.00	\$ 250.00	/ea
	20	C3.2	19.33	29	561	\$ 1,700.00	\$ 1,402.00	\$ 250.00	/ea
	21	C3.6	20	28.66	573	\$ 1,750.00	\$ 1,432.00	\$ 250.00	/ea
	22	C3.9	20	25	500	\$ 1,580.00	\$ 1,250.00	\$ 250.00	/ea
	23	C3.7	20	28.66	573	\$ 1,750.00	\$ 1,432.00	\$ 250.00	/ea
		insulate / seal hatch		hinged double doors				\$ 100.00	/ea
frame									
	F2	long	23	17	391	\$ 1,300.00	\$ 975.00	\$ 250.00	
	G2	wide	18	22	396	\$ 1,325.00	\$ 1,000.00	\$ 250.00	
	K3		23	20	460	\$ 1,480.00	\$ 1,150.00	\$ 250.00	
	S1	end	22.875	25.5	583	\$ 1,750.00	\$ 1,450.00	\$ 250.00	
	T1	middle	23	24.5	564	\$ 1,700.00	\$ 1,400.00	\$ 250.00	
		insulate / seal hatch		push-up hatch				\$ 50.00	/ea
				pull-down stairs				\$ 100.00	/ea
		move stored material						\$ 50.00	/hr

3. Visitors and Members (Comment Period)

Molly Lester thanked Director Hess, Treasurer and Joe Perry, Director of Finance for the Energy Efficient Improvement Credits that were on the 1098 tax form.

Ben Fischler asked if the (2) pages of the announcement of the closed meeting will be part of the minutes.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded them at the time of settlement:

- **Thomas W. Bury, Sole Owner;**
- **Bharat Dhakal, Sole Owner;**
- **Tami V. Watkins, Sole Owner;**
- **Raymond Bailey, Marcella Chacon, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee Reports

Legislative and Government Affairs Committee – Marcavitch stated that the Committee had a special meeting because of the new legislation by the General Assembly. The Committee is preparing an annual report of its activities during 2016.

Addition Maintenance Program Task Force – McFadden mentioned that the Task Force met on February 1, 2017, and that the Task Force will be submitting recommendations to the Board at a future meeting.

Buildings – James stated that the Committee would be recommending to the Board a type of spray foam to be considered for plugging leaks.

Assignments of Units to GHI Task Force – Holland mentioned that the Task Force has submitted a report to the Board.

Asbestos Update – Ralph mentioned that to date 19 buildings have been completed, with only two change orders totaling \$620.

Homes Improvement Program – Sporney mentioned that the surveys for the 2017 cohort will be mailed on Friday, February 3.

6. For Action or Discussion6a. Approval of Minutes: January 5, 2017 Regular Open Session Meeting

Motion: I move that the Board of Directors approve the minutes for the January 5, 2017 regular open session meeting.

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: McFadden

6b. Approval of Minutes: January 5, 2017 Special Open Session Meeting

Motion: I move that the Board of Directors approve the minutes for the January 5, 2017 special open session meeting.

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: McFadden

6c. Review the Companion Animal Committee's Semi-annual Report

The Companion Animal Committee has submitted to the Board of Directors their semi-annual report for the second half of 2016.

Ms. Kris White, Chair of the Companion Animal Committee attended the meeting and presented the report to the Board.

Motion: To accept the report of the Companion Animal Committee.

Moved: Hess

Seconded: McFadden

Carried: 7-0

6d. Request by the Member of 4D Hillside for an Exception to GHI's Rules to Keep a Temporary Fence in Place Until the Spring

Staff recently observed that the member of 4D Hillside had erected poultry wire fencing and a gate around the yard area that do not comply with GHI's rules. Section VII of the Member Handbook states that poultry netting or fencing, and all other types of wire fencing other than chain link are prohibited. Staff notified the member on January 5, 2017 to remove the fencing by January 17, 2017.

The member submitted a letter to Ms. Krob, Director, Member Services in which she requested permission to keep the temporary fencing in place until the ground thaws and becomes workable in spring. She later informed Ms. Krob that she would take down the fence on the weekend of March 18/19, or as soon thereafter as weather permits should there be snow on the ground.

Mr. and Ms. Cohen attended the meeting to address the fence issue and answer questions from the Board.

Motion: I move that the Board of Directors approve a request by the member of 4-D Hillside Rd for an exception to the Rule in the Member Handbook, Section VII. Fences, C. Wire Fences, paragraph 4 which states that all other types of wire fencing other than chain link are prohibited; thereby allowing the member to keep a temporary poultry wire fence that is

installed in her yard, until April 16, 2017.

Moved: Marcavitch

Seconded: James

Carried: 6-1

Opposed: Hess

6e. Request the ARC to Recommend Whether Two Types of Rain Barrels Should be Specified in the GHI Member Handbook as Approved Rain Barrels

Ms. Luisa F. Robles, Sustainability Coordinator II with the City of Greenbelt -Public Works recently informed the Board President and staff that Prince George's County and the City of Greenbelt are planning a series of workshops on rain barrels this coming spring. The County and other groups have partnered to make affordable rain barrels (Ivy) that comply with the County's Rain Check Rebate Program. Ms. Robles also stated that a few years ago the City had partnered with the Interstate Commission on the Potomac River Basin (ICPRB) on rain barrels and workshops. They had rain barrels (Rain Bear - ICPRB) that complied with all of GHI's requirements. However, those barrels are not on GHI's approved list and members would have to get exceptions from the Board of Directors; if they wish to install them.

Ms. Robles has requested the Board to consider whether the rain barrel (Ivy) as well as the (Rain Bear - ICPRB) barrel could be pre-approved by GHI to avoid members having to obtain exceptions if they wish to install them.

Motion: I move that the Board of Directors direct the Architectural Review Committee to review the specifications for the rain barrel (Ivy) and the Rain Bear rain barrel available from the Interstate Commission on the Potomac River Basin and recommend by February 15, 2017, whether they should be specified in GHI's Member Handbook as approved rain barrels.

Moved: Hess

Seconded: Holland

Carried: 7-0

6f. GHI's Attorney's Response re: Audit Committee Questions re: GHI Directors' Authority and Duties Under the Governing Documents

The Board approved President Skolnik's request that this item be skipped.

6g. Board Resolution for Signatures on National Cooperative Bank Documents

National Cooperative Bank (NCB) requires a Corporate Resolution be executed. GHI will be establishing the following accounts with NCB:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes Trustee Account

GHI currently has a 24-month \$100,000 certificate of deposit with NCB.

During the Board meeting on January 19, this item was discussed and deferred by the Board after Audit Committee member Molly Lester raised concerns about the National Cooperative Bank Resolution as presented. After the meeting, the Audit committee submitted a memorandum to the Board that documented its concerns. Joe Perry, GHI's Finance Director spoke to Rob Barlow, Vice President, National Cooperative Bank regarding the issues raised by the Audit committee.

Staff recommends that the resolution be approved as presented. It is necessary for the President to sign the resolutions and each copy to be witnessed by the Board Secretary.

Motion: I move that the Board of Directors adopt the National Cooperative Bank Corporate Authorization Resolution as presented on February 2, 2017, and authorize the following individuals as signers: Steve Skolnik, President; Charles Hess, Sr., Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance; Joan Krob, Director of Member Services.

Moved: Marcavitch

Seconded: Brodd

Carried: 5-0-2

Abstained: Hess, McFadden

6h. Finance Committee's Recommendation re: Financing Crawlspace Improvements on Additions Not on the Addition Maintenance Program

There are 136 additions that are not on the addition maintenance program. Their sizes range as follows:

- Sixty (60) have less than 100 square feet.
- Forty (40) have between 100 - 200 square feet.
- Thirty six (36) have more than 200 square feet and the largest addition occupies 1089 square feet

Staff does not have reliable information regarding the number of heated vs unheated additions.

During the HIP, crawlspace improvements will be done to main units as well as additions that are on the addition maintenance program, beginning in the spring/summer of 2017. One of the activities in the Board's current action plan is to develop parameters for financing improvements to crawlspaces of additions that are not on the Addition Maintenance Program.

The Board directed the Finance Committee to recommend parameters for financing necessary improvements to crawlspaces of heated additions that are not currently enrolled on the addition maintenance program.

The Finance Committee recommends the Board of Directors implement the following to finance HIP crawlspaces for additions not on the Addition Maintenance Program (AMP).

- Additions that are not on the AMP and require as determine by GHI staff or elect crawlspace work will pay the contractor's cost plus 10% for administration costs.
- Those members who owe, thereby, over \$500 may choose to pay the debt in 36 monthly payments with their monthly coop fee at 5% APR interest rate.
- If the member sells the membership within the 36months, the remaining balance becomes due.
- The member may choose to pay off the remaining balance early without prepayment penalty.

Motion: I move that the Board of Directors adopt the recommendation of the Finance Committee regarding financing HIP crawlspaces for additions not on the Addition Maintenance Program which specifies the following:

- a) **Additions that are not on the AMP and require as determined by GHI staff or elect crawlspace work will pay the contractor’s cost plus 10% for administration costs.**
- b) **Those members who owe, thereby, over \$500 may choose to pay the debt in 36 monthly payments with their monthly coop fee at 5% APR interest rate.**
- c) **If the member sells the membership within the 36months, the remaining balance becomes due.**
- d) **The member may choose to pay off the remaining balance early without prepayment penalty.**

Moved: Hess

Seconded: McFadden

Carried: 7-0

6i. Review of Draft Minutes of 2016 Annual Membership Meeting

Postponed until the next Board meeting February 16, 2017.

7. Items of Information:

7a. Proposed Mural to be Erected at Greenbelt Elementary School

The Principal’s Office at Greenbelt Elementary School on Ridge Rd notified GHI staff that the school proposes to install a mural approximately 10’ high x 24’ long on a wall facing Ridge Rd sometime during the spring of 2018.

7b. Board 12 Month Action Plan and Committee Task List

7c. Monthly GHI and City Calendars

8. President

Skolnik mentioned that County Council Member Todd Turner is having a Listening Session that will be held at the Greenbelt Municipal Building City Hall on February 28th at 7pm.

9. Board Members

Brodd thanked President Skolnik and Senior Staff for all of their work preparing the Town Hall meeting.

10. Manager

None

Motion: To adjourn.

Moved: Hess

Seconded: McFadden

Carried: 7-0

The meeting adjourned at 8:45 p.m.

Ed James
Secretary